



2003 Requirements for Renewal Indiana Medical Claims Review Agent Certificate

Applicable Code: IC 27-8-16-6 Renewal of certificate of agent or consultant - Transfers - Notice of Changes

- (a) To remain in effect, a certificate of registration issued under this chapter must be renewed on June 30 of each year. To obtain the renewal of a certificate of registration, a claim review agent or a claim review consultant must submit an application to the Commissioner. The application must be accompanied by a registration fee in the amount set under section 9(d) [IC 27-8-16-5(d)] of this chapter - \$100.00.
- (b) A certificate of registration issued under this chapter may not be transferred unless the department determines that the entity to whom the certificate is to be transferred has satisfied the requirements of this chapter.
- (c) If there is a material change in any of the information set forth in an application submitted under this chapter, the claim review agent or claim review consultant that submitted the application shall notify the Department of the change in writing within thirty (30) days after the change.

Applicable Regulation: IAC 760: 1-49-3(g)

Instructions for submitting renewal fee \$100.00 - Follow the instructions on the invoice for submission of the renewal fee. The top portion of the invoice and the check should be mailed to:

Indiana Department of Insurance
P.O. Box 6129
Indianapolis, IN 46206-6129

**DO NOT MAIL RENEWAL APPLICATION
TO THIS ADDRESS**

Mail **ONLY** the invoice stub and the check to the above address. **Do not** mail your renewal application and supporting documentation to this address. *The following statement was printed on the invoice in error – ignore it. “NOTE: Your license number has changed. This renewal payment must be accompanied by a current home state certification for nonresidents.”*

Instructions for submitting renewal application and supporting documentation - You will need to retrieve a renewal application from the Department of Insurance website at www.IN.gov/idoi. Choose the utilization review/medical claims review option. Make sure that you retrieve a *renewal* application.

1. Each question on the application must be completed in full. Any "No" answers must be fully explained on a separate sheet of paper, properly signed.
2. *This year you are NOT required to submit all new documentation.* However, you must complete the section on the renewal application that certifies that there have been no changes to the documentation submitted for the 2002 renewal or since 7/1/2002. Or, you will certify on the renewal application that there has been change. If there has been change to the previously submitted documentation, retrieve a renewal checklist from the website and complete it. Please review your documentation for compliance with ALL statutory and regulatory items. **URAC accreditation does not waive any requirements for documentation.**
3. Complete and return the renewal application. If there have been changes in your previously submitted documentation also complete the renewal checklist and supporting documentation. Complete the “**Located**” column on the checklist with *section and page number* of your submission where the item can be found, for all items where documentation has changed. Mark all other items on the checklist N/C.
4. Renewal applications will not be processed without the required supporting documentation if you have certified on the renewal application that there are changes in the documentation. If these renewal applications are returned without the checklist or the checklist is returned but the “Located” column has not been completed will not be processed for renewal. This will result in your license being inactivated.
5. **DO NOT send the documentation in a hard-cover three ring binder.** Other types of binding are acceptable.

Renewal applications, supporting documentation and renewal checklist should be sent to:

Indiana Department of Insurance
Attn: Joy Long
311 W. Washington St.
Indianapolis, IN 46204

**DO NOT MAIL RENEWAL FEE CHECKS
TO THIS ADDRESS**

Due Dates - NO EXTENSIONS WILL BE GRANTED. Renewal fees and renewal applications must be received at the appropriate addresses listed above by June 1 to be processed by June 30. If renewal fees and applications are *not* processed by June 30, your certification will expire and you will be required to apply as a new medical claims review agent. You will not be permitted to do medical claims review during the period your new application is being processed.

Questions - Any questions on the renewal process should be e-mailed to Joy Long at: jlong@doi.state.in.us